

Approved For Release 2001/07/12 : CIA-RDP81-00142R000400080004-9

DD/A Registry

File Personnel 2-2

1 AUG 1978

DD/A Registry

78-1464/5

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Deputy Director for Administration

FROM: F. W. M. Janney
Director of Personnel

SUBJECT: Suggestion Box Program

1. Action Requested: None. This memorandum is for information only.

2. Background: The Suggestion Box Program was initiated on 15 June 1977 as one means of opening more personalized communications in the Agency. Employees already had the opportunity to send to you any private comments or suggestions they wished to bring to your attention. The primary thrust of the Suggestion Box Program was to open similar channels to Office Directors and senior management (tab A).

An interim report forwarded to you on 12 April 1978 indicated that we planned to review the Program at the completion of one year and to ask the Offices that had received suggestions to indicate the value of the submissions (tab B). This review has now been completed and the Office comments are attached (tab C).

There were 52 suggestions received during the year. In the first two months, 25 suggestions were submitted. The number then tapered off for the remainder of the period. In the last six months there were seven suggestions sent to the Program.

3. Staff Position: The majority of Offices received at best only one or two suggestions. One was sufficiently important to warrant special mention. It involved the protection of cover by deleting the name of the Chamber of Commerce Building from temporary parking permits issued to students. The Office of Training indicated that the suggestion was appreciated and would be implemented.

Several evaluations mentioned the availability of other avenues of communication. The DDO indicated that he does not believe the Program is the only channel to achieve implementation of meritorious suggestions. It is the opinion of the Director, Equal Employment Opportunity that the EEO Complaint System, the Women's Board and groups, and the "walk-in policy"

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78-1464

of OEE0 probably syphon off most of the EEO-related comments. We would also mention other means of communicating with senior management which include the Management Advisory Groups, the Suggestion Awards Program, participation in internal training courses, the Employee Grievance System and easy access to the Inspector General.

There is no question that the use of the suggestion box has been a plus because it conveys to the employees of this Agency that top management is interested in receiving their suggestions. It remains difficult, however, to quantify the value of the Program.

(Signed) F. W. M. Janney

F. W. M. Janney

Atts

Distribution:

1-ER

1-DDCI

~~1-DDA~~

1-D/Pers

2-C/BSD/SP/OP

OP/SP/BSD/[REDACTED]:jk (7-27-78)

STATINTL

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

15 June 1977

MEMORANDUM FOR ALL EMPLOYEES

1. I have invited all employees to direct written and private communications to me whenever they have comments or suggestions that they wish to bring to my attention. One recent memorandum contained a suggestion that boxes be provided in which employees could place their written suggestions, comments, opinions or ideas. It was further suggested that these comments be addressed to office directors or equivalent levels of senior management.

2. There is a need to open more personalized communications in the Agency, and I believe that this suggestion has considerable merit. I have, therefore, directed that such a program be implemented on a trial basis for 90 days.

3. Beginning 15 June 1977, suggestion boxes will be placed in close proximity to the guard desks at the following buildings:

Ames
Chamber of Commerce

STATINTL

South
Key

STATINTL

In the Headquarters Building, they will be at the following locations:

Main Receptionist Area
Security Duty Office
Guard's Desk, South Cafeteria
Guard's Desk, North Cafeteria

Employees working in other locations may forward their comments to:


"Suggestion Box"
c/o Chief, Benefits & Services Division
Room 5E56, Headquarters Building

4. Suggestions and comments may be submitted in any manner but should, if possible, be contained in a sealed envelope addressed to the appropriate office director or senior official. Envelopes received in this manner will be forwarded directly to the addressee unopened. The suggestions need not be signed; but if they are, a response will be provided by the office to which the communication is addressed.

5. It is recognized that many of the comments will be of a classified nature, and information through the SECRET level may be deposited in these special suggestion boxes. Suggestions involving material classified above the SECRET level or involving special clearance material can be delivered directly to the office of the Chief, Benefits and Services Division in Room 5E56, Headquarters Building.

6. I encourage each one of you to recognize this opportunity, and look forward to the positive results that your comments will achieve.

STATINTL



STANSFIELD TURNER
Director

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director for Administration

FROM: F. W. M. Janney
Director of Personnel

SUBJECT: Suggestion Box Program

REFERENCE: Memo from DCI to DDA, Subject: Employee
Suggestions, dated 6 April 1978

1. Action Requested: This memorandum is for information only.

2. Background: The Suggestion Box Program was begun on 15 June 1977 with a memorandum from the Director to all employees advising them of the purpose of the program and the location of the boxes. During the past ten months 49 suggestions have been made through this mechanism. Since employees were invited to address their suggestions to specific offices in sealed envelopes, the subject of many of the suggestions is unknown. When there was no specific addressee, the Office of Personnel determined from the subject matter the appropriate office for action and we therefore have knowledge of the content of some of the suggestions. Two offices received a significant number of the suggestions; DCI - 14, and Logistics Services Division - 11.

Subject matter has varied widely. Examples of suggestions are:

- a. Install emergency auxiliary lighting in specified areas.
- b. Provide lunch rooms and lounges in external buildings.
- c. How about some coffee in the reception room? Coffee, tea, or?
- d. Improved use of forms.
- e. Recommended external courses of study.
- f. Safety and security improvements.
- g. Salad bar in the cafeteria.


- h. Renaming of the Fitness Report.
- i. Agency tours for public relations purposes.
- j. Curtailment of Agency map making.

In several instances, not counted in the Program's statistics, employees had a formal employee suggestion to be evaluated in the regular Incentive Awards System and used the boxes as a means to forward their suggestions.

In one instance, an employee made a suggestion having to do with redesigning parking permits for the Chamber of Commerce Building to protect the cover of students attending training in that building. The idea was immediately adopted by the Office of Training. Since this was an anonymous suggestion, the originator could not be notified or given credit. The Office of Personnel chose this item to publicize what positive things can happen through the Suggestion Box Program and wrote it up as a "Did You Know" item for the Official Bulletin Boards.

3. Staff Position: In our opinion the Suggestion Box Program has met only limited success. On the positive side, employees have been assured of your interest in their suggestions, 49 employees have had the opportunity to express their thoughts and the cost has been minimal. This is balanced against rather limited participation and an apparent steady decline in employee interest. In the first eight weeks of the program, 25 suggestions were received. The next eight weeks saw only eight suggestions. During the most recent 13 week period, only four suggestions have been received.

It has been our plan to review the program at the completion of one year, in June 1978, and to ask the offices who have received suggestions to indicate the value of the submissions. We will report to you the results of that review.


F. W. M. Janney

STATINTL

DD/A Registry
78-1464

Executive Registry
78-5150

6 APR 1978

MEMORANDUM FOR: Deputy Director for Administration
FROM: Director of Central Intelligence
SUBJECT: Employee Suggestions

I'd appreciate getting a quick run-down on what we have received from the suggestion boxes over the last number of months we've had them. I'm interested partly in the quantity but also the quality. What kinds of things have been recommended and have we been able to use them? We might well want to make some mention in the Director's Notes of how we have been able to use these suggestions.



STANSFIELD TURNER

STATINTL

APR 10 1978

28

19 June 1978

MEMORANDUM FOR: F. W. M. Janney
Director of Personnel

FROM : Omega J. C. Ware, Jr.
Director, Equal Employment Opportunity

SUBJECT : Suggestion Box Program

REFERENCE : DCI Memo for All Employees, dtd 15 June 1977

1. The Office of EEO has received only one "Suggestion Box" comment to date. I feel that the one comment received was of limited value and utility. Nevertheless, the box did serve as the means for the using employee to make her views know.

2. I do not feel that the OEEO's receipt of only one comment is truly indicative of the suggestion box program's utility. The OEEO possibly, like the Offices of Personnel and the IG, receives fewer comments via the suggestion boxes due to the other channels which it uses for employee communication. The EEO Complaint System, the Women's Board and groups, and the "walk-in policy" of OEEO, probably syphon off most of the EEO-related comments which might otherwise funnel through the suggestion boxes.


Omega J. C. Ware, Jr.

STATINTL

78 3568/2

14 JUN 1978

MEMORANDUM FOR: Director of Personnel

FROM: John N. McMahon
Deputy Director for Operations

SUBJECT: Suggestion Box Program

REFERENCE: Your Memorandum of 31 May 1978,
Same Subject

1. In the referenced memorandum you asked for my comments regarding the quality of the suggestions I have received in addition to my views and assessment of the subject Program which will be one year in operation on 15 June 1978.

2. To date I have not received any suggestions through this Program.

3. As you know, Directorate of Operations command channels have been and are being used successfully by Directorate personnel to bring my attention to a great variety of matters which I believe are being handled in an efficient and competent manner. I do not believe that the DCI Suggestion Box is necessary as a channel to achieve implementation of meritorious suggestions. Should the Program be continued, it would not appear necessary to prepare periodic reports on the use and effects of the Program.

STATINTL

John N. McMahon

DD/A 78-1464/3

8 June 1978

MEMORANDUM FOR: Director of Personnel

STATINTL

FROM:

[REDACTED]
Executive Officer/DDA

SUBJECT: Suggestion Box Program

1. In response to your memorandum of 31 May 1978, the following addresses the quality of suggestions with which this office has been involved.

2. DDA has not been the recipient of many of the suggestions but those that were sent this way seem to have served useful purposes. Some dealt with certain housekeeping functions which have resulted in certain changes having been made. (I must confess, however, that direct queries to Logistics Services Division would have brought about the same results.) There was a suggestion that the publication "Notes from the Director" be printed without a color logo and while this suggestion did have merit, our response made clear that the Director personally prefers the "Notes" as they are now published to draw special attention to his "Notes". Another suggestion had to do with the possible elimination of the DDA Weekly Reports but, as you know, these reports do serve a most useful purpose to the DDA and an appropriate response was given to the suggestor. The suggestion having to do with finding a more permanent rehearsal room for the Keynotes, having the Yale Glee Club perform rather than a speaker on the Guest Speaker Program and using our auditorium for non-government concerts, plays, etc., may not have been of general interest but were at least of importance to the suggestor and deserved appropriate responses.

3. In at least one case a question was asked of the Director about the rights of an individual to review his own personnel file with impunity was, of course, not a

DD/A 78-1464/3
Page Two

suggestion but the suggestion box provided a vehicle for raising that question with the Director.

4. In summary, it is recognized that the suggestion box has not been used as extensively as one would hope but from those that have been submitted to this office or in which this office was involved in providing responses, it is felt they have been quite legitimate. The "Box" provided employees an opportunity to make their pitch. I am not sure that further publicity concerning the suggestion box would bring about a greater volume of suggestions but it might be worthwhile to retain them in their present locations to provide a means for having employee concerns addressed.



STATINTL

1 6 JUN 1978

MEMORANDUM FOR: Director of Personnel

FROM: Robert W. Gambino
Director of Security

SUBJECT: Suggestion Box Program

REFERENCE: Memo dtd 31 May 78 to D/Sec from D/Pers,
same subject

1. Unfortunately, the Office of Security has had such limited experience with the Suggestion Box Program that it is impossible for us to either give it a strong endorsement or convincingly argue its demise. Our records show that in the one year test period, only three letters arrived here for comment. None of them contained material found suitable for adoption. One of the three letters was based on a false assumption and incorrect information and, therefore, was of no use whatever. The other two prompted the Office to respond with defenses of current policies and practices since the suggestors' alternatives seemed inferior in contrast.

2. For a quick summary of what the Suggestion Box Program brought to us this year let me offer the following:

a. A summer employee suggested that summer employees be allowed to escort visitors to lunch in the Rendezvous Room. In our response we told the suggestor that, in fact, summer employees were allowed to do that very thing.

b. A suggestor wrote us an emotional letter criticizing the use of radar warnings and radar equipment as a safety measure on the Headquarters compound. In our answering letter we found it necessary to defend the limited and discreet radar program by relating it to the totality of our vehicle safety program, a program which has received high marks.

OS 8 1514/A

c. A suggestor proposed to us that there be an arrangement whereby employees with classified information stored improperly in their homes could return same on some "penalty free" basis. Our response demurred from the idea, suggesting that such a practice would be subtly suggesting tolerance for a practice, i.e., taking classified material home, that in fact we found inexcusable and totally indefensible.

2. With an experience factor as limited as that sketched above, it is difficult to be enthusiastic about the subject program. It occurs that perhaps two of our three correspondents found writing the letters in the first place a therapeutic experience, and the value of that cannot entirely be discounted. As to positive gains to this Office, the scorecard for the past 12 months would read zero.


Robert W. Gambino

STATINTL

2 June 1978


MEMORANDUM FOR: Director of Personnel
SUBJECT : Suggestion Box Program
REFERENCE : Your memo to D/GCR dated 31 May 1978,
same subject

1. The only Suggestion this Office received via the DCI Suggestion Box was one critical of the Atlas Program as a cost-effective use of intelligence resources.

2. We prepared a rather thoughtful and time-consuming reply to the suggestion only to find out later that the suggestion was anonymous with no possibility for delivering the reply to the originator.

3. I would suggest that some sort of mechanism such as a "P.O. Box" be established that would facilitate the delivery of responses to suggestors and would preserve the choice of anonymity.


STATINTL


JAMES P. LYNCH
Director
Geographic and Cartographic Research

15

MEMORANDUM FOR: Director of Personnel

FROM:


Chief, Logistics Services Division

STATINTL

SUBJECT: Suggestion Box Program

REFERENCE: Memo dtd 31 May 78 fr D/OP to C/LSD;
Same Subject (Pers 78-1134)

1. Since this program affords Agency employees a means by which anonymous expressions of concern or complaints can be presented and acted upon without identifying the originator, many of the suggestions are submitted without any consideration of reward or recognition. Some interesting and patiently thought-out comments have been submitted through this plan, as well as some that appeared to be either extravagant or less reasonable in scope. When replying to suggestions received through this channel, the evaluators are less burdened with decisions concerning appropriate awards for adopted suggestions. Further, the originator is allowed a means of venting his frustrations or dissatisfactions which in turn are handled by people who appreciate the concern, and respond sincerely and unoffensively. These are very positive aspects of the program.

2. Overall, we have not been greatly hindered by material from the Director's Suggestion Box. We support the program and encourage its use.

 STATINTL

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 ☐ INTERNAL ONLY
 ☒ CONFIDENTIAL
 ☐ SECRET

Approved For Release 2001/07/12 : CIA-RDP81-00142R00040004-9

SUBJECT: (Optional)

FROM: "Suggestion Box" Program
c/o Chief, BSD/OP
5 E 56, Hq.

EXTENSION

NO.

4078

DATE

8 December 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. O/DTR
1026 C of C Bldg. *FA*

12/13

12/19

LCB

2.

3.

4.

Mr. [redacted] OP

7/27

ES

5.

5 E 56 Hq.

6.

DC/BSO

✓

7.

Note: Did you know

8.

item published on OBB's

3/3/78

M.

9.

10.

11.

12.

13.

14.

15.

The attached is a suggestion which was received through the DCI's "Suggestion Box" Program. Inasmuch as it pertains to a matter administered by your office, I am forwarding it to you for whatever action you deem appropriate.

STATINTL
STATINTL

1-4. The Office of Training much appreciates this unsigned suggestion. We plan to propose to have the "Chamber of Commerce" identification deleted from the parking permits.

Many thanks for sending this over.

FA/OPR
STATINTL

6/over/

15 JUN 1978

MEMORANDUM FOR: Director of Personnel

FROM: Thomas B. Yale
Director of Finance

SUBJECT: Suggestion Box Program

REFERENCE: Memorandum from the Director of Personnel to the
Director of Finance dated 31 May 1978, same subject

1. Reference memorandum asked for my evaluation of suggestions directed to my office through the Director's Suggestion Box Program as well as my comments on the quality of these suggestions and a general assessment of the Program.

2. To date two items have reached this office through the Suggestion Box Program. The first, dated July 1977, dealt with an "Employee Allegation Concerning Abuse of the Annual Leave Reporting System." Attached is a copy of this office's evaluation of this item. As a general comment I would only note that an anonymous allegation of employee misconduct does not appear to fit the purpose nor the intent of the Director's Suggestion Box Program. The Employee Grievance system or the reporting system recently reviewed in [REDACTED] "Restatement of Agency Policy on the Reporting of Improper Duties" provide more appropriate and direct avenues for handling such issues. The second item, a "Suggestion to Change Travel Accounting Procedures for TDY to High Rate Geographic Areas," proved, upon review by the Secretary to the Agency's Travel Policy Committee, to be legally impossible to implement at the Agency level, since the procedures in question have been pre-determined by act of Congress. I've attached a copy of the memorandum reply to this suggestion.

3. I think you will agree that the two items received for our review do not provide a valid base upon which to develop a general assessment of the Director's Suggestion Box Program.

STATINTL

[REDACTED]
Thomas B. Yale

Att

DDS&T-2576-78

12 JUN 1978

MEMORANDUM FOR: Director of Personnel

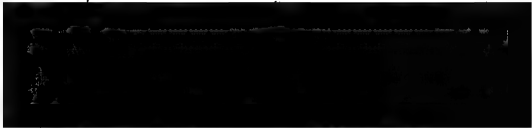
SUBJECT : Suggestion Box Program (AIUO)

1. The DDS&T received only one suggestion via the Director's Suggestion Box Program and as it turned out, we were in the process of implementing most of its proposals.

2. The suggestion contained several proposals for the DDS&T exhibit that would be on display during the Agency open house of 1977. The originator of the suggestion was briefed on the proposed DDS&T layout and he was satisfied that our proposed exhibit included most of his proposals. He stated that a formal written reply to his memorandum was not necessary.

3. The suggestion itself was well written and contained some good ideas that would have been used in the DDS&T exhibit if similar proposals had not been originated within the DDS&T.

4. Although the DDS&T received only one suggestion over a 12-month period, the fact that other directorates received a greater number plus the assumption that the cost of supporting the Suggestion Box Program must be very modest argue in favor of its retention.


Acting Executive Officer
Directorate of
Science and Technology

STATINTL

NPIC/SS/SB-110/78
13 June 1978

MEMORANDUM FOR: Director of Personnel
SUBJECT : Suggestion Box Program
REFERENCE : Memorandum From the Director of Personnel
Dated 31 May 1978

1. Since the inception of the Director's Suggestion Box Program there has been only one suggestion affecting this office. This suggestion dealt with Cafeteria service at [REDACTED]. The suggestion was referred to the Cafeteria Committee which was already implementing the proposal.

STATINTL

2. If I can be of any further assistance in this matter please advise.

[REDACTED]
Chief, Support Staff, NPIC

STATINTL

29 June 1978

DRAFT

CIA Registry
78-1464/4

MEMORANDUM FOR: Director of Central Intelligence
VIA : Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Suggestion Box Program

1. Action Requested: Approval of the recommendation contained in paragraph 4 to discontinue the Suggestion Box Program.

2. Background: The Suggestion Box Program was initiated on 15 June 1977 as one means of opening more personalized communications in the Agency. Employees already had the opportunity to send to you any private comments or suggestions they wished to bring to your attention. The primary thrust of the Suggestion Box Program was to open similar channels to Office directors and senior management (tab A).

An interim report forwarded to you on 12 April 1978 indicated that we planned to review the program at the completion of one year and to ask the Offices that had received suggestions to indicate the value of the submissions (tab B). This review has now been completed and the Office comments are attached (tab C).

A total of 52 suggestions was received during the past year. There were 25 suggestions submitted in the first two months and there has been a steady decline for the remainder of the period. In the last six months there have been only seven suggestions sent to the Program

3. Staff Position: The evaluations made by the various Offices indicate that, in many cases, the quality of the suggestions was not high; others were impractical or not worthwhile or useful.

Only one suggestion was considered of sufficient value to receive special mention by an Office. It involved the protection of cover by deleting the name of the Chamber of Commerce Building from temporary parking permits issued to students. The Office of Training indicated that the suggestion was appreciated and would be implemented.

Those who would favor the continuation of the Suggestion Box Program emphasize the value of providing an opportunity for employees to express their thoughts to management and the relatively small cost of the Program. Factors which would support cancellation of the Program include: the steady decline in participation, the limited value of the suggestions that have been received and the availability of other avenues of communication. The DDO has indicated that he does not believe the Program is necessary as a channel to achieve implementation of meritorious suggestions. It is the opinion of the Director, Equal Employment Opportunity that the EEO Complaint System,

ADMINISTRATIVE INTERNAL USE ONLY

the Women's Board and groups, and the "walk-in policy" of OEE0 probably syphon off most of the EEO-related comments. We would also mention other means of communicating with senior management which include the Management Advisory Groups, the Suggestion Awards Program, participation in internal training courses, the Employee Grievance System and easy access to the Inspector General.

There is no question that the use of the suggestion box was a plus; it conveyed to the employees of this Agency that top management was interested in receiving their suggestions. After a year, the advantages of continuing this medium have diminished. This, combined with the relatively few suggestions received in the last few months, suggests to us that the original goal has been achieved and that employees will continue to bring suggestions to management's attention, albeit through other existing systems.

4. Recommendation: It is recommended that the Suggestion Box Program be concluded at this time and that the boxes used to receive suggestions be removed.

STATINTL


F. W. M. Janney

Atts

APPROVED:

Director of Central Intelligence

DISAPPROVED:

Director of Central Intelligence

DATE: _____

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Approved For Release 2001/07/12 : CIA-RDP81-00142R000400080004-9

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Suggestion Box Program		DD/A Registry 78-1464/4	
FROM: F. W. M. Janney Director of Personnel 5 E 58, Headquarters		EXTENSION 6825	NO. DD/A Registry DATE 3 JUL 78 File Personnel 2-2
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. EO/DDA 7 D 18, Hq.	3 JUL 1978		<p>We have surveyed the Suggestion Box Program and submit the Attached draft for your comment.</p> <p>Fred, Please bring this up for discussion at our next regularly scheduled session.</p> <p>5 JUL 1978</p> <p>STATINTL</p>
2. Acting DDA 7 D 18, Hq.	5 JUL 1978		
3.			
4.			
5.			
6.			
7. D/Pers 5 E 58, Hq.			
8.			
9.			
10.			
11 "Fred, "Please bring this up for discussion at our next regularly scheduled session. /s/Jack Blake"			
12 DDA:JFBlake:kmg (5 Jul 78) Distribution: 1 Orig RS - D/Pers w/Orig Att 1 - DDA Subj w/cy of Att 1 - DDA Chrono 1 - JFB Chrono Att: Proposed memo to DCI via DDA fr D/Pers, subj: Suggestion Box Program (DDA 78-1464/4)			

Approved For Release 2001/07/12 : CIA-RDP81-00142R000400080004-9

DD/A Registry

File Personnel 2-2

DD/A 78-1464/3

8 June 1978

MEMORANDUM FOR: Director of Personnel

FROM:

[REDACTED]
Executive Officer/DDA

STATINTL

SUBJECT: Suggestion Box Program

1. In response to your memorandum of 31 May 1978, the following addresses the quality of suggestions with which this office has been involved.

2. DDA has not been the recipient of many of the suggestions but those that were sent this way seem to have served useful purposes. Some dealt with certain housekeeping functions which have resulted in certain changes having been made. (I must confess, however, that direct queries to Logistics Services Division would have brought about the same results.) There was a suggestion that the publication "Notes from the Director" be printed without a color logo and while this suggestion did have merit, our response made clear that the Director personally prefers the "Notes" as they are now published to draw special attention to his "Notes". Another suggestion had to do with the possible elimination of the DDA Weekly Reports but, as you know, these reports do serve a most useful purpose to the DDA and an appropriate response was given to the suggestor. The suggestion having to do with finding a more permanent rehearsal room for the Keynotes, having the Yale Glee Club perform rather than a speaker on the Guest Speaker Program and using our auditorium for non-government concerts, plays, etc., may not have been of general interest but were at least of importance to the suggestor and deserved appropriate responses.

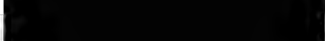
3. In at least one case a question was asked of the Director about the rights of an individual to review his own personnel file with impunity was, of course, not a

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Page Two

suggestion but the suggestion box provided a vehicle for raising that question with the Director.

4. In summary, it is recognized that the suggestion box has not been used as extensively as one would hope but from those that have been submitted to this office or in which this office was involved in providing responses, it is felt they have been quite legitimate. The "Box" provided employees an opportunity to make their pitch. I am not sure that further publicity concerning the suggestion box would bring about a greater volume of suggestions but it might be worthwhile to retain them in their present locations to provide a means for having employee concerns addressed.

 STATINTL

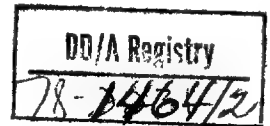
EO/DDA: ; se/8 June 78

STATINTL

Distribution:

Orig - D/ OP
1 - DDA Chrono
✓ 1 - DDA Subject
1 - RFZ Chrono

78-1134



31 MAY 1978

MEMORANDUM FOR: Executive Officer to the Deputy Director
for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Suggestion Box Program

REFERENCE : DCI Memo for All Employees, dtd 15 Jun 77

1. On 15 June 1978 the Director's Suggestion Box Program will have been in operation for one year. In response to his request, we have given the Director an interim report on how the Program is being utilized and have promised a more comprehensive analysis after one year's operation. In order to do so, we would appreciate your evaluation of any suggestions directed to your office through this Program.

2. Please give me your comments regarding the quality of the suggestions you received as well as any other comments you may wish to make in a general assessment of the Program. The comments we are looking for are in relation to the Director's Suggestion Box Program established last year, and not the Incentive Awards Suggestions Program. I would appreciate receiving your comments by 15 June so that I can prepare a consolidated response to the Director.

STATINTL


F. W. M. Janney

PERS 78-134

12 APR

DD/A Registry
78-1464/1

MEMORANDUM FOR: Director of Central Intelligence
VIA: Deputy Director for Administration
FROM: F. W. M. Janney
Director of Personnel
SUBJECT: Suggestion Box Program
REFERENCE: Memo from DCI to DDA, Subject: Employee
Suggestions, dated 6 April 1978

Executive Registry
78-31301

DD/A Registry
File Personnel 2-2

1. Action Requested: This memorandum is for information only.

2. Background: The Suggestion Box Program was begun on 15 June 1977 with a memorandum from the Director to all employees advising them of the purpose of the program and the location of the boxes. During the past ten months 49 suggestions have been made through this mechanism. Since employees were invited to address their suggestions to specific offices in sealed envelopes, the subject of many of the suggestions is unknown. When there was no specific addressee, the Office of Personnel determined from the subject matter the appropriate office for action and we therefore have knowledge of the content of some of the suggestions. Two offices received a significant number of the suggestions; DCI - 14, and Logistics Services Division - 11.

Subject matter has varied widely. Examples of suggestions are:

- a. Install emergency auxiliary lighting in specified areas.
- b. Provide lunch rooms and lounges in external buildings.
- c. How about some coffee in the reception room? Coffee, tea, or?
- d. Improved use of forms.
- e. Recommended external courses of study.
- f. Safety and security improvements.
- g. Salad bar in the cafeteria.

- h. Renaming of the Fitness Report.
- i. Agency tours for public relations purposes.
- j. Curtailment of Agency map making.

In several instances, not counted in the Program's statistics, employees had a formal employee suggestion to be evaluated in the regular Incentive Awards System and used the boxes as a means to forward their suggestions.

In one instance, an employee made a suggestion having to do with redesigning parking permits for the Chamber of Commerce Building to protect the cover of students attending training in that building. The idea was immediately adopted by the Office of Training. Since this was an anonymous suggestion, the originator could not be notified or given credit. The Office of Personnel chose this item to publicize what positive things can happen through the Suggestion Box Program and wrote it up as a "Did You Know" item for the Official Bulletin Boards.

3. Staff Position: In our opinion the Suggestion Box Program has met only limited success. On the positive side, employees have been assured of your interest in their suggestions, 49 employees have had the opportunity to express their thoughts and the cost has been minimal. This is balanced against rather limited participation and an apparent steady decline in employee interest. In the first eight weeks of the program, 25 suggestions were received. The next eight weeks saw only eight suggestions. During the most recent 13 week period, only four suggestions have been received.

It has been our plan to review the program at the completion of one year, in June 1978, and to ask the offices who have received suggestions to indicate the value of the submissions. We will report to you the results of that review.

F. W. M. Janney

Distribution:

O-addsee
1-DDCI
1-ER
1-DDA
1-D/OP
2-BSD/SP (1w/h)
DD/Pers/SP/BS [REDACTED] :jk (4-12-78)

STATINTL

DD/A Registry
78-1464

Executive Registry
78-5150

6 APR 1978

MEMORANDUM FOR: Deputy Director for Administration
FROM: Director of Central Intelligence
SUBJECT: Employee Suggestions

I'd appreciate getting a quick run-down on what we have received from the suggestion boxes over the last number of months we've had them. I'm interested partly in the quantity but also the quality. What kinds of things have been recommended and have we been able to use them? We might well want to make some mention in the Director's Notes of how we have been able to use these suggestions.



STANSFIELD TURNER

STATINTL

81 APR 25 8 00 AM

RE

DD/A Registry

File *Personnel 2-2*

DD/A 78-1398/1

20 April 1978

MEMORANDUM FOR: [REDACTED]

STATINTL

Executive Secretary
Suggestion & Achievement Awards Committee

FROM: [REDACTED]

STATINTL

Executive Officer/DDA

SUBJECT:

Suggestion 78-110

Joe:

1. There is no quarrel with the attached Suggestion and the fact that it would indeed be a cost savings to publish "Notes from the Director" in black and white and on both sides of the paper. On the other hand, the Director is most interested in opening lines of communication with employees. "Notes from the Director" serves as one means. The suggestor states that the "Notes" would be read regardless of the color in which they are produced. The Director is interested, however, in making certain that the attention of all employees is drawn to his "Notes". This can best be done by contrasting his "Notes" from that of regular notices and bulletins through the use of color.

2. The reason for printing one side only permits the posting of the "Notes" on bulletin boards throughout the Agency. This can only be done if printing appears on one side. (Where contents of the "Notes" extend beyond three pages the additional material is printed on the reverse side.)

3. Again, there is no argument with the suggestor's recommendation. The Director, however, has personally endorsed the manner in which the "Notes" are printed and distributed.

STATINTL



Attachment:

PRS w/cc Suggestion 78-110

STATINTL

Originator: [REDACTED]; se/20 Apr 78

STATINTL

Approved For Release 2001/07/12 : CIA-RDP81-00142R000400080004-9

Orig - [REDACTED] w/attch - DDA Subj w/attch

1 - DDA Chrono 1 - RFZ Chrono

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Approved For Release 2001/07/12 : CIA-RDP81-00142R000400080004-9

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Publication - "Notes from the Director."

DD/A Registry

78-1398

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

EXTENSION

NO.

78-110

DATE

3 April 1978

2086

TO: (Officer designation, room number, and building)

STATINTL

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [REDACTED]
Executive Officer to the DDA
7 D 24 Headquarters

4/4

8

The attached cost savings idea was originated by an OSI employee. OL/Printing and Photography Div came up with the attached Evaluation Report to illustrate savings that might have been attained. As you will note, their potential cost savings total for 22 issues comes to \$1,588.

Forwarded for determination as to whether Management wishes to adopt the intent of the proposal incorporated in employee's suggestion, please.

STATINTL

14. EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
AMES BUILDING

15.

SUGGESTION EVALUATION REPORT

TO: Executive Secretary
Suggestion Awards Committee

SUGGESTION NO.

78-110

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☐ ADOPT ☐ DECLINE ☒ OTHER (Specify): Cost information only

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

Suggestion 78-110, concerning a more economical way to print "Notes from the Director", has been reviewed by Printing and Photography Division, OL. As indicated on the routing sheet, this is not a logistical matter of whether the suggestion should be adopted or not. The following comments are furnished as cost information for color printing and printing on both sides of the paper.

P&PD has printed 17 of 22 issued on one side only. If the 17 issues had been printed on both sides of the paper a dollar savings of \$38.16 each - or \$648.72 - would have been saved.

Approximately 33 additional manhours total were required to add the orange and yellow color bars on the 22 issues. At \$28.44 per hour (including overhead) the cost was \$938.52 for the color printing.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

STATINTL

5. WHAT OTHER OFFICE IS IDEA?

DATE

21 MAR 1978

Approved For Release

Internal Suggestion Awards Panel, OL

FORM 2-70

244b

USE PREVIOUS EDITIONS

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SECRET

(43)

NEEDED CHANGES IN "NOTES FROM THE DIRECTOR"
 PRESENT Approved For Release 2001/07/12 : CIA-RDP81-00142R000400080004-9

The present director's notes are ~~XXXX~~ printed in a tri-color (yellow, orange, black) version. Also these notes are printed in an accordion fashion.

I SUGGEST

The notes should be printed ordinarily in a black and white form. No matter what colors are used the employees would read the notes just because they are from the director. Also there is no reason only the fronts of each page should be used. I suggest both sides of the page should be used.

ADVANTAGES

Reduces the amount paid for printing. Color is expensive.
 Reduces the amount of time to produce the notes.
 Conservation of paper and energy. White paper can be recycled, while most color paper cannot be.
 Finally the director would be setting a good ~~XXXXXXXX~~ example in cutting costs.

FORM 244
 (3/76)

USE PREVIOUS
 EDITIONS

E _____, IMPDET CL BY _____

☐ SECRET

☐ CONFIDENTIAL

☐ ADMINISTRATIVE
 INTERNAL USE ONLY

☐ UNCLASSIFIED

Washington, D.C. 20505

DDIA 77-3939
ER 77-8072/A

STATINTL

18 JULY 77

MEMORANDUM FOR :

SUBJECT : Your Personal Memo of 20 June 1977

1. Your memorandum raised questions of the heating and cooling in the Key Building and asked for assistance in reviewing your personnel files. I have asked the appropriate officials to respond and the following serves to clarify your questions.

2. The referent area in Key Building was inspected by representatives of Logistics Services Division, Real Estate and Construction Division, and representatives of Key Building Management on 1 July 1977. The specific room, 815, was carefully checked for air/ventilation. There definitely was a lack of circulating air and this was directly due to the window air convector units being blocked by books, files, and flower pots. The ceiling air supply had been closed off by taping it up with cardboard. Two hours after removal of these items and an adjustment to the air vent veins, a temperature reading of 76 degrees was recorded with a relative humidity recording of 54 percent. The outside temperature was 90 degrees. Temperature recording equipment was left in the room for testing over the long fourth of July weekend. The result of this test reveals that the temperature averaged 90 degrees with the air conditioning off. On Tuesday, 5 July, at 0730 hours the temperature in Room 815 was recorded at 79 degrees and relative humidity reading of 52 percent.

3. With regard to your request to have your files reviewed, I have had the Director of Personnel review your official personnel file and he has informed me that there is no derogatory information contained in this record. Further, there does not appear to be anything in the official record that would preclude your being considered for a transfer to

another component of the Agency if a position were available for which you qualify. He assures me that your record is a good one and noted that you received recognition of your fine performance as recently as 6 June 1976 in the form of a Quality Step Increase.

4. I am quite concerned that some employees are hesitant to review their files for fear of some later repercussion. I would like to assure you that no record is kept of the name of employees who review their files-- and more than 2300 have done so in the past four years. Further, employees are not required to inform anyone in the chain of command about their interest in reviewing their files and may arrange this with their Directorate Personnel Officer or the Office of Personnel (Staff Personnel Division, extension 3404) in complete confidentiality. The procedure is different for the review of a soft file, however, as it is under the control of the component and contact would have to be made with your Personnel Officer in order for the Director of Personnel to review that file. I suggest that you consider meeting with a member of the Office of Personnel who will be able to go over your file with you. This meeting would be completely confidential and would afford you the opportunity to discuss anything in the file which may be of concern to you.

161 STANSFIELD TURNER
STANSFIELD TURNER

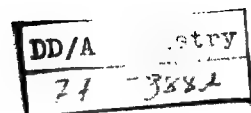
RFZunzer; se 11 July 77

Distribution:

Orig - Addressee
1 - DDCI
✓ 1 - DDA Subj
~~1 - DDA Chrono~~
1 - RFZ chrono

STATINTL

Subject Letter from [REDACTED] via
Suggestion Box - Heating and Cooling in the Key
Building and a Personal Request - ER 77-8072/DDA-77-3734



MEMORANDUM FOR: Executive Officer to the DDA

VIA: Director of Logistics

FROM: [REDACTED] Chief, Logistics Services Division, OL

STATINTL

SUBJECT: Employee Suggestion - Heating and Cooling Key Building

REFERENCE: Memo to DCI fr [REDACTED] dtd 20 Jun 77, STATINTL
same subject (DDA 77-5734; Ex Reg 77-8072)

STATINTL

1. [The suggestor, [REDACTED], as I understand it, is housed in or in the vicinity of Room 815 Key Building. It is suggested that the following information be incorporated in the consolidated reply to [REDACTED]. The referent area in Key Building was inspected by representatives of Logistics Services Division, Real Estate and Construction Division, and representatives of Key Building management on 1 July 1977. The specific room, 815, was carefully checked for air/ventilation. There definitely was a lack of circulating air and this was directly due to the window air convector units being blocked by books, files, and flower pots. The ceiling air supply had been closed off by taping it up with cardboard.

STATINTL

2. Two hours after removal of these items and an adjustment to the air vent veins, a temperature reading of 76 degrees was recorded with a relative humidity recording of 54 percent. The outside temperature was 90 degrees.

3. Temperature recording equipment was left in the room for testing over the long fourth of July weekend. The result of this test reveals that the temperature averaged 90 degrees with the air conditioning off. On Tuesday, 5 July, at 0730 hours the temperature in Room 815 was recorded at 79 degrees and relative humidity reading of 52 percent.

OL 7 10,148

SUBJECT: Employee Suggestion - Heating and
Cooling Key Building

4. The occupant(s) of Room 815, as well as the entire eighth floor, have been advised to leave the air supply and convector units free from obstruction in order that proper heating, air conditioning, and ventilation may be achieved.



Att (ref)

STATINTL

cc: D/L, w/att

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Officer to the	7/7	
2	Deputy Director for Administration		
	7D 26, Headquarters		
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Attached is a draft response to questions raised by [REDACTED] concerning review of personnel folders.

STATINTL

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Director of Personnel	7 JUL 1977

With regard to your request to have your files reviewed, I have had the Director of Personnel review your Official Personnel File and he has informed me that there is no derogatory information contained in this record. Further, there does not appear to be anything in the official record that would preclude your being considered for a transfer to another component of the Agency if a position were available for which you qualify. He assures me that your record is a good one and noted that you received recognition of your fine performance as recently as 6 June 1976 in the form of a Quality Step Increase. ⁴ I am quite concerned that some employees are hesitant to review their files for fear of some later repercussion. I would like to assure you, ~~however,~~ that no record is kept of the name of employees who review their files--and more than 2300 have done so in the past 4 years. Further, employees are not required to inform anyone in the chain of command about their interest in reviewing their files and may arrange this with their Directorate Personnel Officer or the Office of Personnel (Staff Personnel Division, extension 3404) in complete confidentiality. The procedure is different for the review of a soft file, however, as it is under the control of the component and contact would have to be made with your Personnel Officer in order for the Director of Personnel to review that file. I suggest that you consider meeting with a member of the Office of Personnel who will be able to go over your file with you. This meeting would be completely confidential and would afford you the opportunity to discuss anything in the file which may be of concern to you.

DD/A Registry

77-3434

Executive Registry

77-8072

PERS 77-2165

20 June 1977

MEMO FOR: Director, Central Intelligence Agency

ATTN : The Honorable Stansfield Turner

SUBJECT : Heating and Cooling in the Key Building and a Personal Request

In response to your "Memorandum for All Employees" dated 15 June 1977 and other requests for direct personal contact. If I may I would like to bring to your attention a couple of things that I consider a problem with one of them affecting a great number of agency employees to one extent or another.

In recent years because of the energy situation there have been some necessary cutbacks in energy consumption in all of the buildings occupied by the Federal Government and the Key Building located in Rosslyn has been no exception. I would like to emphasize that I recognize the need to adhere to the law but it is the method used by those who manage the Key Building that has prompted this letter.

The problem as I see it, and I feel that several employees if not the majority stationed in Key will agree, is in achieving the temperature that is required by law there are times when there is absolutely no fresh air ventilation and I feel that this presents a unique health hazard for the employees that have to work in the Key Building. There are no windows that can be opened and for those that have respiratory problems the cigarette smoke and the stale air presents a great problem for them and compounds the situation that they must face.


I recognize the fact that because Key Building is leased and is not owned by the Agency that it presents a highly unique problem but all that I ask is that the situation be reviewed by the appropriate officials in this Agency and discussed with the building management. Is this at all possible?

The second part of my request concerns a little personal problem that at times causes me sleepless nights. Is it possible for someone in the Agency to review my personnel folder for me and make a determination whether there is something in my folder that is keeping me from transferring from one component to another or could it be that because I have a small handicap? I realize that a few years ago when I was young and trying to grow up I experienced the usual teenage tendencies to put "my foot in my mouth" but there was a couple of incidents that I was supposedly "reprimanded" for ~~one~~ at that time I feel that I was not given the opportunity to adequately present my side of the case and I feel that because of this I was denied due process.

(2)

I have not asked to review my personnel folder because it is the popular consensus within the Agency that if one reviews his or her folder and/or asks a review of some questionable matter that in the future somehow he or she is overlooked as far as future promotions or advancement is concerned although all agency regulations state to the contrary.

Is it possible for someone in the appropriate office to review all of my hard personnel folder and all of my soft file to make a determination for me if there is some information therein which could in one sense or the other be considered derogatory without upsetting the "applecart" in any way?



STATINTL

My sincere thanks for any attention that you may give to the matters outlined above and I will look forward to a response from the appropriate officials within the near future but at their convenience.

Sincerest regards,



STATINTL

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Approved For Release 2001/07/12 : CIA-RDP81-00142R000400080004-9

EXECUTIVE SECRETARIAT

Routing Slip

TO		ACTION	INFO	DATE	INITIAL
1	DCI		X (Original)		
2	DDCI				
3	D/DCI/IC				
4	DDS&T				
5	DDI				
6	DDA	X		29 JUN 1977	
7	DDO		EO/PRA		
8	D/DCI/NI		D/PERS		
9	GC				
10	LC				
11	IG			P/S Respond	
12	Compt				
13	D/Pers		TO "FILE" PART		
14	D/S				
15	DTR		OF MEMO by		
16	A/DCI/PA		6 July		
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
20					
21				29 JUN 1977	
22					
SUSPENSE		Date ER Suspense 12/77			

Remarks: Please prepare response and you may wish to draft (2), one covering Key Building and the other re his file, which should be summarized for DCI.

Suggestion Box Take

STATINTL

B. C. Evans
Executive Secretary

Approved For Release 2001/07/12 : CIA-RDP81-00142R000400080004-9

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Approved For Release 2001/07/12 : CIA-RDP81-00142R000400080004-9

STATINTL

ROUTING AND RECORD SHEET

77-8072/A

SUBJECT: (Optional)

Memo to DCI from [REDACTED] Heating and Cooling in Key Building and a Personal Request

DD/A Registry
File Personal 3-2

FROM:

Executive Officer/DDA

EXTENSION

NO.

DDA-3939

DATE

11 July

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

~~ADDA~~

STATINTL

2.

3.

DDA

11 JUL 1977

SS

4.

5.

Executive Secretary
Room 7 D 6019

15 July

6.

DDCI

7-12-77

HK
SA

7.

DCI

Rec'd
12 July 1977
10/19

8.

EO/DDA

9.

10.

11.

12.

13.

14.

15.

BERNIE:
DCI signature item;
to an employee who
complained of a hot
office.
Para 2 is a GREAT
PUT-DOWN.
PARAS 3 & 4 ARE
VERY HELPFUL AND
ANSWER THE REAL REASON
EMPLOYEE WROTE LETTER
TO DCI.

STATINTL

TRANSMITTAL SLIP		DATE 29 Jun 1977
TO: Director of Personnel		
ROOM NO. 5E 58	BUILDING Hqs	
REMARKS: FYI. LSD has action on Key building problem.		
FROM: Executive Officer/DDA		
ROOM NO. 7D 24	BUILDING Hqs	EXTENSION 6535
FORM NO. 241 1 FEB 55		
REPLACES FORM 36-8 WHICH MAY BE USED.		